

# Cover Supervisor

## Trinity Academy

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### Cover Supervisor

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| Job Title:       | Cover Supervisor                                                                  |
| Responsible to:  | Deputy Headteacher                                                                |
| Salary:          | Unqualified teachers: SCP 22-28 (£19,549-£23,621 pa)<br>Qualified teachers: M1-M4 |
| Working Pattern: | Full Time, Term Time only (0.8077 FTE)                                            |
| Role Type:       | Permanent                                                                         |
| Start Date       | September 2023                                                                    |

### Purpose of the role

To embrace the mission and values of Trinity Academy, ensuring that **every** child achieves their absolute best by providing outstanding supervision of students as they undertake work set in the short-term absence of the class teacher.

### Details of the role

Our mission at Trinity is to create a world class school. As such, we expect that all members of our community seek to become the best version of themselves, developing Head, Heart and Soul, so that our students will ultimately be successfully and happily employed in a career with prospects, as well as being citizens with a burning passion to serve their communities.

Our goal is to be a +1 school for progress - our approach to intent and implementation is with this continually in mind.

We believe that education has the power to change lives and communities and we constantly strive to improve our practice to allow our students to have the best

outcomes, academically, pastorally and in their character.

In September 2021 we moved into our £24 million new building with world class facilities including a Concert Hall, Sports Hall, Dance and Drama Studios. You will join an outstanding team, committed to creating an inspiring curriculum delivered through exceptional teaching.

Every Cover Supervisor post at Trinity Academy must also embrace the following:

**Specific Responsibilities:**

- Supervise classes as they undertake work set in the short-term absence of the class teacher
- Liaise with subject staff, in particular curriculum team leaders and the coordinator of supply cover (SLT)
- Implement school policies when supervising classes, particularly in relation to good behaviour and conduct, attendance, disciplinary routes and referrals, whole school expectations, tutoring, and developing good working relationships with students and classes
- Oversee the provision of cover support across the school, liaising with agencies where necessary.
- Undertake training and professional development programmes
- Be involved in educational visits
- Be willing to undertake administrative duties if required
- Assist with other support staff duties when not required to supervise classes, which could include acting as a learning support for individuals or groups of students, or clerical work.

If required to act as learning support, this could include the following tasks, or similar tasks to:

- Accompanying students with additional needs to some mainstream classes
- Helping students to deal with the work in mainstream classes in whatever way is most suitable, after discussion with the subject teacher. For example, reading texts to students, being a scribe, helping students to plan their written work, helping the subject teacher to produce suitable material, removing students for more intensive explanation of the subject matter, or supporting practical subjects for students who have physical difficulties

### **General Responsibilities:**

- To be aware of and understand the School's Equal Opportunities, Race Equality, Whistleblowing, IT and Safeguarding Policies ensuring at all times that the duties of the post are carried out in accordance with School Policies
- Comply with the school's staff code of conduct
- To ensure compliance with all Health and Safety legislation, risk assessments and associated codes of practice and school policies
- To review and develop working practice by developing and maintaining effectiveness as a member of the school staff through taking responsibility for own continuing professional development
- To work effectively with both teaching and support staff, applying their own strengths and expertise to contribute positively to the overall aims and objectives of the school
- To undertake any duty or responsibility that the Headteacher and line manager asks relevant to the school's needs as required and are commensurate with the grade
- The postholder must at all times maintain confidentiality and work within the requirements of data protection/GDPR at all times
- Work creatively and collaboratively with colleagues across our Trust

Developing and implementing structured teaching and learning activities, monitoring and evaluating students' responses to learning activities, recording progress and achievement in lessons and providing objective and accurate feedback to teachers are skills we would wish to develop with the successful candidate over a period of time.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.